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Report for Week Ending 27 August 1958
from
Forms Management Branch

1. Contributionsa. Tangible

(1) Completed 26 actions requiring the printing of 267,400 copies or sets of blank forms. This represents an increase in the number of actions and a decrease in the number of copies as compared to the FY 59 weekly average of 23 actions and 328,396 copies.

✓ (2) Five new and eight revised forms were approved.

b. Intangible

25X1A9A (1) Developed, in conjunction with Mr. [] and [] a 3" x 5", 5 part, carbon interleaved snap-out set, [] for the Contact Division, O/O. This form, which is to be printed outside, will be prepared in the Headquarters and [] Its primary purpose is for requesting and []

25X1A6A []

25X1X4 []

25X1A9A (2) Completed the development and necessary clearances on Forms 1329, 30 and 31 titled "Property Control Register," "All-Purpose Property Transaction Record" and "Material Card" respectively which are to be used in Headquarters, []

25X1A6A [] and Overseas in connection with Type II Field Supply Procedures. These procedures are spelled out in the new [] on which final coordination has been accomplished. Regulations Control Staff, DD/S, is presently holding this [] awaiting the printed copies of the forms prior to releasing it for authentication. []

25X1 []

25X1 []

25X1A9A []

25X1A6A []

25X1A9A []

2. Assignmentsa. Active

(1) Received call from Mr. [] indicating that since the earlier status of some of the interested persons has changed, and since Mr. Hulick is presently on leave and unavailable for consultation, he would like to contact the new people having an interest in Employee Suggestion No. 2906 and No. 58-306. To assist him in this respect he has requested, and been furnished, the two files on these suggestions. []

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- 25X1A9A (2) The Records System of the Security Staff in connection with new building, headed by Mr. [] has been given top priority. It appears that 10-15 forms will be involved in this project. These forms must be developed, printed, delivered and installed in the system by 1 October 1958. [] 25X1A9A
- 25X1A9A (3) In connection with the Agency Chain Envelope, met with Mr. [] Chief, Physical Security, regarding the recently procured envelopes to determine changes necessary for making them acceptable for Agency use. Mr. [] took a very realistic approach to the problem, realizing we had procured the initial supply on Security's prior approval of the wording and construction features. The proposals for over-printing some of the wording and providing a small seal over the string-tie resulted in Mr. [] approval to put the envelope into the mail system. [] 25X1A9A
- ✓ (4) Forms aspect of the Pouch Project [] 25X1A9A
- ✓ (5) Travel Order Revision [] 25X1A9A
- (6) Four Employee Suggestions [] 25X1A9A
- ✓ (7) Printing Services Division Survey [] 25X1A9A
- ✓ (8) Seven new and five revisions are pending.

[] 25X1A9A

Acting Chief, Forms Management Branch

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